



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: February 1, 2019
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - Six Firefighter Paramedic positions are open. We have two applicants currently in the background review process, if they pass last part of background check, we will have four Firefighter Paramedic positions open.

Public Works

- Projects:
 - Trenching along Forest View will begin this week in an attempt to stop the spread of Oak Wilt in the Forest Oaks neighborhood. The contractor will dig down four feet in the street, and then backfill with soil and concrete flowable fill. The project is expected to take two weeks to complete. Hangtags are being placed on each door to notify the residents.
 - Clark Construction completed the mill and overlay project on Stirrup Lane, Stirrup Circle, and Forest Pine and is working on seal coating numerous other neighborhood streets. They will first replace non-ADA curb ramps.
 - RCO Construction has completed the construction of the Bluebird water main extension and is now working on the Poss Rd sewer main replacement.
 - The Evers Road bridge project is complete, and we will be receiving our “substantial completion” documentation from TxDOT shortly. Once the last payment is made to the contractor, staff will give a presentation on the final cost of the bridge to City Council.
 - The subcontractor for the LC-17 project is still working on the box culverts under El Verde and removing the soils from behind the Fire Station.
 - Construction on the new sewer main extension at 7520 Huebner Road has begun. We expect the job to take approximately 2 weeks to complete.
 - Work on The Ridge at Leon Valley Park walking path is in progress. The remaining area in this new park was cleared, the new playground equipment is being installed, and new benches will go in, once the path is complete.
 - The bid documents for the rehabilitation of the Grass Hill above ground water storage tank have been opened and will be presented to Council for award on February 5th.
 - The City Engineer is working on plans for the bio-swale to be installed at Raymond Rimkus Park Forest Meadow entrance. The project will be let for bidding.
 - Staff is working on obtaining a generator for the Grass Hill well plant.

- Staff is working on obtaining pavers for the parking lot at Shadow Mist.
- Staff is working with the Hike & Bike Trail Advisory Committee on hike & bike trail extension alternatives and will take this item to Council on February 5th.
- Staff is working on a proposal to install electric vehicle “refueling” stations at some city facilities. These stations would be “pay as you plug” outlets.
- Staff is working on a proposal for “Gateway” LED signage for Bandera Road to advertise Council and other meetings.
- Staff is working on a grant for two new electric light duty vehicles.
- Staff is working on a grant from the CDBG to remodel the Community Center.
- Staff will be requesting a budget adjustment to accept a grant from AACOG for the purchase of recycling kiosks for parks.
- Staff will be requesting a budget adjustment to install street lights in the overflow parking lot at City Hall. Constructing walking path at The Ridge at Leon Valley Park and clearing land for park.
- Reconstructing sidewalk at Fire Station – ground shift caused the sidewalk to tip towards the station.
- Repairing driveway approach from water main leak.
- Constructing gazebo at Silo Park.
- New flooring has been installed at the Kinman House/Leon Valley Café.
- Crew will be filling in low areas at Raymond Rimkus Park soccer fields.
- Crew dragged the softball field at Raymond Rimkus Park.
- Repaired broken water line along Huebner Road.
- Repairing broken water line on Grass Valley.
- Assisting contractor with installation of new sewer main at Silo Park.
- Forklift certification class for crew members is scheduled for February 7th.
- Waiting for scheduling for the final backhoe training class in January for the crew who took the first portion last fiscal year.
- The Director will be attending a TCMA class in March.
- The Director will be attending a National Stormwater class on April 14th and 15th.

Police Department

Please see below information on police activity over the listed period. Have a great day!

- Arrest
 - 12-31-18 – 6100 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
 - 01-01-19 – 6400 Bandera Rd. – Wanted person – One arrested on active warrants
 - 01-02-19 – 6300 Evers RD. – VCO (non-registered vehicle) – Vehicle Impounded
 - 01-03-19 – 5900 Wurzbach Rd. – Emergency Detention – One arrested/released at hospital
 - 01-03-19 – 7400 Huebner Rd. - Traffic Stop – One cited/released – Vehicle Impounded
 - 01-04-19 – 5700 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
 - 01-04-19 – 6500 Seneca - VCO (non-registered vehicle) – Vehicle Impounded
 - 01-04-19 – 6100 Bandera Rd. – Emergency Detention – One arrested/released at hospital
 - 01-05-19 – 6800 Huebner Rd. - Traffic Stop – One cited/released – Vehicle Impounded
 - 01-05-19 – 6800 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
 - 01-05-19 – 6500 Bandera Rd.- Traffic Stop – One cited/released – Vehicle Impounded
 - 01-06-19 – 6200 Seneca - Traffic Stop – One cited/released – Vehicle Impounded
 - 01-06-19 – 6800 Timberhill – Traffic Stop – One arrested for Possession of Marijuana < 2 oz.
 - 01-06-19 – 6300 Bandera Rd. – Wanted person – One arrested on active misdemeanor warrant
 - 01-07-19 – 6600 Bandera Rd. – Recovered stolen vehicle – One arrested for unauthorized use of a motor vehicle
 - 01-07-19 – Bandera Rd. @ Huebner Rd. – Emergency Detention – One arrested/released at hospital

- 01-08-19 – 5900 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 01-08-19 – 5700 Wurzbach Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 01-08-19 – 7400 Huebner Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 01-09-19 – 5700 Wurzbach Rd. – Burglary of a Vehicle – One arrested for offense
- 01-11-19 – 7000 Forest Moss – Emergency Detention – One arrested/released at hospital
- 01-11-19 – 6300 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 01-12-19 – 6600 Huebner Rd. – Emergency Detention – One arrested/released at hospital
- 01-12-19 – 6200 Evers Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 01-12-19 – 7300 Ellerby Point – Assault/Family Violence – One arrested for offense
- 01-13-19 – 6600 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 01-13-18 – 5600 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 01-13-19 – 7100 Bandera Rd. – Traffic Stop – One arrested for Driving While License Invalid – Vehicle Impounded
- 01-13-19 – 6300 Sunview – Emergency Detention – One arrested/released at hospital
- 01-14-19 – 5600 Bandera Rd. – Theft < \$100
- 01-14-19 – 6600 Grist Mill – VCO (Inoperable Vehicle) – Vehicle Impounded
- 01-15-19 – 5700 Wurzbach Rd. – Traffic Stop - one arrested for Driving While License Invalid – Vehicle Impounded
- 01-16-19 – 5900 Bandera Rd. – Traffic Stop – One cited/released – Vehicle Impounded
- 01-16-19 – 6400 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 01-16-19 – 6400 Bandera Rd. – Suspicious Person – One arrested for Possession of Marijuana < 2 oz.
- 01-18-19 – 5900 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 01-18-19 – 6400 Bandera Rd. – Traffic Stop – One arrested for traffic offense – Vehicle Impounded
- 01-18-19 – 6800 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 01-18-19 – 6500 Evers Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 01-18-19 – 7300 Canterfield – Violation of City Ordinance (Inoperable vehicle) – Vehicle Impounded
- 01-18-19 – 5900 Bandera Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 01-18-19 – 6500 Evers Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 01-18-19 – 6300 Evers Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 01-19-19 – 5500 Bandera Rd. – Traffic Stop – One arrested for Unauthorized use of a Motor Vehicle – Vehicle Impounded
- 01-19-19 – 5600 Bandera Rd. – Theft < \$100
- 01-20-19 – 6300 Grissom Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 01-20-19 – 6200 Sun Hollow – Fraudulent Use/Possession of I.D. Information – One arrested for offense
- 01-20-19 – 6300 Grissom Rd. - Traffic Stop – One cited/released – Vehicle Impounded
- 01-20-19 – 5400 Thistle – Violation of City Ordinance (Inoperable vehicle) – Vehicle Impounded
- Significant Calls
 - 12-31-18 – 6100 Britannia Ct. – Apparent sudden death
 - 12-31-18 – 6200 Bandera Rd. – Crash
 - 12-31-18 – 6100 Bandera Rd. – Hit and Run Crash
 - 12-31-18 – 6400 Evers Rd. – Suspicious Vehicle
 - 12-31-18 – 6800 Bandera Rd. – Found open door (business)
 - 12-31-18 – 6800 Huebner Rd. – Alarm
 - 12-31-18 – 5900 Bandera Rd. – Suspicious person
 - 01-01-19 – 5400 Bandera Rd. – Suspicious vehicle
 - 01-01-19 – 7300 Canterfield – Criminal Mischief

- 01-01-19 – 5900 Wurzbach Rd. – Assault
- 01-02-19 – 5900 Wurzbach Rd. – Assault/Bodily Injury-Family Violence
- 01-03-19 – 6600 Gristmill – Violation of City Ordinance (Parking Violation) X2
- 01-03-19 – 5600 Evers Rd. – Death notification – MV-Ped
- 01-03-19 – 5900 Wurzbach Rd. – Theft
- 01-03-19 – 5600 Evers Rd. – Trash fire
- 01-03-19 – 6000 Grissom Rd. – Hit and Run Crash
- 01-04-19 – 6700 Forest Grove – Missing person
- 01-04-19 – 6900 Bandera Rd. – Crash
- 01-04-19 – 6100 Bandera Rd. – Crash
- 01-04-19 – 6500 Bandera Rd. – Crash
- 01-04-19 – 6900 Bandera Rd. – Crash
- 01-04-19 – 5900 Bandera Rd. – Crash
- 01-04-19 – 5400 Bandera Rd. – Crash
- 01-04-19 – 7400 Chenal Pl. – Violation of City Ordinance (inoperable vehicle)
- 01-04-19 – 7000 Autumn Chase – Suspicious person
- 01-04-19 – 6600 Bandera Rd. - Alarm
- 01-05-19 – 5600 Bandera RD. – Crash
- 01-05-19 – 5600 Evers RD. – Criminal Mischief
- 01-05-19 – 6600 Bandera Rd. – Crash
- 01-06-19 – 5600 Grissom Rd. – Criminal Mischief
- 01-06-19 – 7200 Bridle Path – Suspicious person
- 01-06-19 – 6200 Checkrein – Found open garage door
- 01-07-19 – 5900 Forest Crest – Apparent suicide
- 01-07-19 – 5900 Bandera Rd. – Crash
- 01-07-19 – 6400 El Verde – Crash
- 01-07-19 – 6100 Bandera Rd. – Found open gate
- 01-08-19 – 5900 Bandera Rd. – Theft of Service
- 01-08-19 – Grissom Rd. @ Bandera Rd. – Crash
- 01-08-19 – 5700 Watercress Dr. - Alarm/open door
- 01-08-19 – 5600 Bandera Rd. – Damage to property
- 01-08-19 – 6500 Bandera Rd. – Crash
- 01-08-19 – 5900 Forest Knoll – Suspicious person
- 01-09-19 – 7200 Sulky – Suspicious person
- 01-09-19 – 5600 Grissom Rd. – Violation of City Ordinance (Vehicle blocking sidewalk)
- 01-09-19 – 5600 Bandera RD. – Damage to property
- 01-09-19 – 7000 Bandera Rd. – Crash
- 01-09-19 – 6500 Bandera Rd. – Criminal Mischief
- 01-09-19 – 7700 Linkview – Apparent Sudden Death
- 01-09-19 – 6700 Bandera Rd. – Crash
- 01-09-19 – 5600 Evers Rd. – Burglary of a Habitation
- 01-09-19 – Bandera Rd. @ Seneca – Crash
- 01-09-19 – 5600 Bandera Rd. – Theft < \$100
- 01-09-19 – 6100 Wurzbach RD. – Theft < \$100
- 01-09-19 – 5600 Evers Rd. – Crash
- 01-09-19 – 5800 Grissom Rd. – Crash
- 01-10-19 – 5400 Bandera Rd. – Alarm
- 01-10-19 – 6600 Bandera Rd. – Crash
- 01-10-19 – 6200 Bandera Rd. – Hit and Run Crash
- 01-10-19 – 5700 Wurzbach Rd. – Crash
- 01-10-19 – 7000 Bandera Rd. – Theft

- 01-10-19 – 5900 Bandera Rd. – Crash
- 01-10-19 – 5600 El Verde – Found child
- 01-10-19 – 7000 Bandera Rd. – Crash
- 01-10-19 – 5400 Bandera RD. – Crash
- 01-11-19 – 6400 El Verde – Forgery
- 01-11-19 – 6800 Bandera RD. – Crash
- 01-11-19 – 6400 Bandera Rd. – Crash
- 01-11-19 – 6600 Cades Cove – Burglary/vehicle
- 01-11-19 – 7000 Mill Wheel – Burglary/vehicle
- 01-11-19 – 7000 Bandera Rd. – Crash
- 01-11-19 – 6100 Forest View – Violation of City Ordinance (inoperable vehicle)
- 01-11-19 – 5900 Forest Mill – Violation of City Ordinance (inoperable vehicle)
- 01-11-19 – 6000 Forest Shadow – Found open garage door
- 01-11-19 – 6300 Forest Bend – Violation of City Ordinance (parking violation/trailer)
- 01-12-19 – 6100 Rue Francois – Found open vehicle door
- 01-12-19 – 7600 Linkside – Violation of City Ordinance (Vehicle blocking sidewalk)
- 01-12-19 – 7100 Bandera Rd. – Theft
- 01-12-19 – 5600 Evers Rd. – Damage to property
- 01-12-19 – 7000 Evening Sun – Violation of City Ordinance (Junk vehicle)
- 01-12-19 – 7100 Bandera Rd. – Theft of a Vehicle
- 01-12-19 – Bandera Rd. @ Timco W. - Crash
- 01-13-19 – 6000 Grissom Rd. – Identity Theft
- 01-13-19 – 6400 Bandera Rd. – Alarm
- 01-14-19 – 7000 Evening Sun – Violation of City Ordinance (parking violation)
- 01-14-19 – 6800 Sunlight – Violation of City Ordinance (inoperable vehicle)
- 01-14-19 – 6500 Charles Field – Found open garage door X2
- 01-14-19 – 6700 Poss Rd. – Found open gate at business
- 01-14-19 – 6400 Evers Rd. – Suspicious person
- 01-14-19 – 6900 Bandera Rd. – Crash
- 01-14-19 – 7000 Bandera Rd. – Crash
- 01-14-19 – 6800 Huebner Rd. – Theft < \$100
- 01-14-19 – 4700 Timco W. – Theft of Vehicle
- 01-14-19 – 6900 Bandera Rd. – Credit Card Abuse
- 01-14-19 – Eckhert Rd. @ Woodchase – Crash
- 01-14-19 – 5600 Evers Rd. – Assault
- 01-15-19 – 5700 Bandera Rd. – Crash
- 01-15-19 – 5600 Grissom Rd. – Assault
- 01-15-19 – 8000 Lobo Ln. – Crash
- 01-15-19 – 7400 Linkwood – Criminal Mischief
- 01-15-19 – 7100 Bandera Rd. – Crash
- 01-15-19 – 4900 Althea – Theft < \$100
- 01-15-19 – 7300 Chenal Point – Found open garage door
- 01-16-19 – 6500 Grissom Rd. – Stalled vehicle
- 01-16-19 – 6500 Grissom Rd. – Crash
- 01-16-19 – 6500 Bandera Rd. – Crash
- 01-16-19 – 6100 Bandera Rd. – Crash
- 01-16-19 – 5900 Wurzbach Rd. - Crash
- 01-17-19 – 6600 Bandera Rd. – Crash
- 01-17-19 – 6700 Timberhill – Assault
- 01-17-19 – 5600 Bandera Rd. – Assault by Threats
- 01-17-19 – 5700 NW Loop 410 access road – Alarm

- 01-18-19 – 7000 Forest way – Found open garage door
- 01-18-19 – 5900 Forest Rim – Found open garage door
- 01-18-19 – 6800 Bandera Rd. – Alarm
- 01-18-19 – 7200 Forest Meadow – Alarm
- 01-18-19 – 6800 Huebner Rd. – Alarm
- 01-18-19 – 5500 Wurzbach Rd. – Crash
- 01-18-19 – 6800 Bandera Rd. – Crash
- 01-18-19 – 5900 Bandera Rd. – Crash
- 01-18-19 – 6900 Bandera Rd. – Hit and Run Crash
- 01-18-19 – 7700 Linkside – Assault
- 01-18-19 – 6100 Wurzbach Rd. – Theft
- 01-19-19 – 6700 Poss Rd. – Assault
- 01-19-19 – 6900 Bandera Rd. - Crash
- 01-19-19 – 6100 Rue Francois – Damage to property
- 01-19-19 – 5600 Grissom Rd. – Crash
- 01-19-19 – 4900 NW Industrial – Theft - \$1500-20,000
- 01-19-19 – 6100 Rue Sophie – Recovered stolen vehicle
- 01-19-19 – 6600 Bandera Rd. – Alarm
- 01-19-19 – 6100 Trone Trail – Found open vehicle door
- 01-19-19 – 5900 Wurzbach Rd. Theft
- 01-20-19 – 5900 Forest Knoll – Alarm
- 01-20-19 – 5400 Daughtry – Crash
- 01-20-19 – 6600 Bandera Rd. – Crash
- 01-20-19 – 6400 Bandera Rd. – Crash
- 01-20-19 – 5600 Grissom Rd. – Harassment
- 01-20-19 – Bandera Rd. @ NW Loop 410 – Crash
- 01-20-19 – 5600 Bandera Rd. – Criminal Trespass
- Traffic Citations - 301
- Warnings – 46
- **Cases filed by CID, Seven (7):**
 - Two (2) Unauthorized Use of Motor Vehicle
 - Two (2) Possession of Controlled Substance < 1 gram
 - One (1) Theft \$100-\$750
 - One (1) Aggravated Assault Family Violence
 - One (1) Evading Arrest/Vehicle Causing Death of Passenger
- **CID Activity/Active Investigations**
 - Detectives interviewed a suspect involved in burglaries and death threats.
 - Detectives assisted ATF agents in an ongoing Theft of Firearms from a licensed dealer.
 - A recent Sexual of Assault of a Child reported in COLV was determined to have occurred in San Antonio.
 - An ongoing Fraudulent Use of Identity case continues.
 - An Unauthorized Use of Motor Vehicle case is ongoing.
 - Assisting SAPD Homicide on a homicide which was initially believed to have occurred in Leon Valley
 - The recent pedestrian accident is still under investigation
 - An Injury to a Child case is still under investigation and jurisdiction of occurrence is being determined
 - Preparing and serving Google/YouTube preservation orders and additional search warrants
 - Downloaded seven (7) videos for District Attorney's Office
 - Recovered stolen safe from burglary in Leon Valley 6710 Bandera
 - Recovered two stolen safes from 5700 NW Loop 410. SAPD cases

- Recovered a stolen ATM machine taken 03/18 SAPD case
- Detectives conducted interview of prisoner at BCSO Jail and received info leading to recovery of stolen safe in burglary of Payday Lenders. Safe damaged but suspect(s) unable to enter safe. Suspect developed and a criminal case is pending. A second interview with prisoner developed additional information led to recovery of safes, ATM machine and stolen firearms.
- **Property Crimes Cleared during the reporting period (8)**
 1. 201801546 03/12/18 Burglary Building
 2. 201801778 03/22/18 Burglary Building
 3. 201802299 04/17/18 Burglary Building
 4. 201802671 05/02/18 Burglary Building
 5. 201805334 09/12/18 Burglary Building
 6. 201805417 09/17/18 Burglary Building
 7. 201805740 10/05/18 Burglary Building
 8. 201805739 10/05/18 Burglary Building
- Code Enforcement
 - (46) Junked/abandoned/illegal vehicles tagged, and two citations given
 - (11) Grass/weed violations were handled
 - (65) Five bandit signs were seized
 - (01) Trash complaints
 - (01) Noise
 - (01) Pet Noise
 - (5) building violations/complaints
 - VCO citations were issued at the following locations:
 - 700 Forest Crest N inoperable vehicle- removed closed
 - 5800 Grass Hill inoperable vehicle- removed closed
 - 7400 Horse Tail inoperable vehicle- removed closed
 - 6600 Cades Cove inoperable vehicle- Into compliance, closed
 - 6600 Grist Mill inoperable vehicle- Towed
 - 6300 Mary Jamison inoperable vehicle- Towed
 - VCO Violation Notice Letters Sent:
 - 6600 Sawyer- junk extension 31st-letter
 - 6600 Grist Mill- final letter
 - 6500 Forest Grove, inoperable vehicle- extension Final letter
 - 6200 Forest Bend Inoperable Vehicle- Letter
 - 6800 Forest Meadow final for tow 25- Final Letter
 - 7200 Grass Valley – Inoperable Vehicle-Letter
 - 6600 Gristmill- no visible address-Final letter
 - 6600 Sawyer- junk vehicle- extension 31st-Letter
- Animal Control
 - (12) At large dog calls
 - (04) feral cats Trapped for T&R program
 - (01) Missing Animals
 - (05) Dead Deer
 - (04) Stray dog
 - (01) Dead Cat
- Traffic Unit
 - Active assignments include school zones before and after school neighborhood speeding/traffic concerns including 6600 Bandera at the Walgreens, Evers/Poss Bandera/Seneca, Leon Valley ES, MHS on Lobo Ln, Monte Robles, Linkwood, Timber Hill and 6100-6600 Evers.
 - Reporting Period Activity:
 - Moving Violations

- Non-Moving Violations 36
- Warnings 32
- VCO 14
- Vehicles Impounded 17
- Training
 - Officers Breton and Azar completed CRASH reporting on-line training (16 hours).
- Volunteer Activity
 - Chief Salvaggio, Lt. Anderson, and Detective Brooks continue working with the Texas Special Olympics to support the Spring and Summer Olympic games.

Fire Department

- **A NREMT Refresher Course** was held in the Leon Valley Fire Department Training room. This class was attended by Leon Valley Paramedics as well as Paramedics from throughout South Texas and the local region. The class was 5 days with training on all aspects of advanced life support. The course also educated the medics on the newest and latest techniques, procedures and equipment. This re-certification provides a refresher in EMS knowledge and maintain proficiency to renew their certification. Recertification requirements increase confidence in the public, employers, and other stakeholders and gives you recognized credibility across the nation
- **New Hires** - Fire Department welcomed Firefighter Paramedic Jordan Garcia. Jordan comes to Leon Valley from Kerrville Fire and Rescue. Jordan lives just outside of Leon Valley.
- Firefighter Paramedic Connor Hughett has rejoined the Leon Valley Fire Department after a brief absence while he and his wife welcomed two beautiful twins.
- **Fire Recovery USA** – The Fire department has received an incident recovery collection in the amount of \$21,504.35 to date with 59 pending claims, and 3 denials by insurance companies.
- **“World Read Aloud Day”** at Oak Hills Terrace Elementary- LV Firefighters participate every year reading books to children to motivate children, teens, and adults to celebrate the power of words. This provides a continued positive experience and rapport with first responders.
- **School of Science and Technology-Discovery**- SST Discovery had a Winter Open House and Winter Movie Night and by way of donations they were able to raise \$500 to purchase smoke detectors to donate to the Leon Valley Fire Department. These smoke detectors are utilized to install in Leon Valley residents’ homes free of cost proactively concerning their safety.
- **Tower Climb** – January 26, 2019, Leon Valley Public Works and Leon Valley Fire Department made up Team Leon Valley, which completed the Cystic Fibrosis Tower Climb. Team Leon Valley raised \$1285.00 for the foundation who raised overall a total of \$166,787.00.
- **EMS Quality Assurance** – The department is engaged in updating our Quality Assurance, specifically with EMS services. The Medical Director, Dr. Manifold and Moya actively continue to review our Paramedic patient care reports, and providing feedback, along with supporting any training needs, or changes to equipment or policies.
- **Emergency Calls for Service** – The Fire Department responded to 188 calls for service as of January 28, 2019.
- **Census 2020** – We have our first Census 2020 meeting scheduled on February 6th in the Fire Department training room at 2:30 pm to discuss our agenda to implement a 2020 Census committee. The committee will assist with the promotion, outreach, understanding and education regarding the 2020 Census. 2020 Census committee will consist of Business, Religious, Education, Community Organizations, Senior Citizen Population, Minorities, and Any other representation Mayor sees fit to assign.

Community Development Department

- Zoning Code/Comprehensive Plan Revisions

- The Zoning Commission held meetings in September and October to discuss revisions to the City's zoning code. These meetings included discussion on mixed-use and redevelopment, particularly along the Bandera Road Corridor. However, the current comprehensive plan and future land Use plan (which is a component of the Comprehensive Plan) do not go into detail on these topics; particularly on Bandera Road.
 - Meetings to discuss potential updates/revisions to the Comprehensive Plan will begin following the New Year.
 - Additionally, future updates and revisions to the City's Comprehensive Master Plan were discussed at the City's Upcoming Town Hall meeting on January 26, 2019.
- Zoning Cases
 - The next Zoning Commission meeting is scheduled for Tuesday, February 12, 2019. The following items are scheduled for consideration:
 - Request for a Specific Use Permit for a Church at 6800 Evers Road (St. John's Baptist Church). (Continuation from December 11, 2018 meeting)
 - The Zoning Commission met on Tuesday, January 22, 2019. The following items were considered:
 - A request to be removed the Sustainability Overlay District Zoning from the property located at 6737 Poss Road. **Denied**
 - A zone change from R-1, Single Family Zoning District to RE-1, Residential Estate District on approximately 23 Acres located on the south side of William Rancher Road and east side of Aids Drive. **Approved**
- Board of Adjustment
 - The Board of Adjustment is tentatively scheduled to meet on Wednesday, February 13, 2019 to consider the following request:
 - Multiple variances to the requirements of Chapter 15.02, Appendix C, I Sustainability Overlay District requirements at 6703 Poss Road (NE Corner of Poss and Grissom Roads)
- Plats
 - Staff has an open replat request by Huebner Dirt Investments Ltd. for 2.418 acres located on Huebner Road. The replat would potentially create 3 lots. The land is undeveloped and is currently zoned B-1 and B-2. The applicant plans to request a rezoning of the property and has postponed his plat application until that time. An SUP will also be required for new commercial development on the site because it is adjacent to residential zoning.
 - The City Council approved a replat at their January 15, 2019 meeting, for the Timber Hill Subdivision for approximately 21 acres located south of Grissom Road and east of Timber Hill Road. The plat will facilitate the development of the Timber Hill Apartments and is tentatively scheduled for consideration at either the January 15th or February 5th City Council Meetings.
 - The City Council approved a replat at their January 15, 2019 meeting, for the property currently developed as the Leon Valley Storage. The plat will facilitate the issuance of building permits on the property for additional structures.
- City Council
 - The City Council is scheduled to consider the following Community Development Department related items at their February 5, 2019 meeting:
 - An amendment to Article 15.02, Zoning Ordinance of the City of Leon Valley Code of Ordinances, to allow institutional uses including churches, museums, Library's, schools, clubs, and lodges, in the B-2, Zoning District. (2nd Reading – tabled from January 15, 2019 meeting.)
 - A request for an amendment to the future land use plan of the City's Comprehensive plan regarding the property generally located at 6800 Evers Road. (2nd Reading)
 - Zone Change request from R-1 & B-2, to B-3 for approximately 9 acres at 6800 Evers Road. (2nd Reading)

- An amendment to Article 15.02 of the Zoning Code regarding procedures of the Board of Adjustment and criteria for evaluating requests for appeals, special exceptions, and variances. (1st Reading – tabled from January 15, 2019 meeting)
- An amendment to Article 15.02 of the Zoning Code regarding non-chartered financial institutions in the B-2, B-3, and I-1 Zoning Districts. (1st Reading – tabled from January 15, 2019 meeting)
- A zone changes from R-1, Single Family Zoning District to RE-1, Residential Estate District on Approximately 23 Acres located on the south side of William Rancher Road and east side of Aids Drive. (1st Reading)
- A Variance to Section 3.05.005(a)(1) of the City Code of Ordinances, allowing a six-foot-tall fence in the front yard, at 7923 Stebbins Road, Generally Located on the West Side of Stebbins Road South of Redbird Lane. (1st Reading)
- Permitting and Records
 - 50 walk-in customers were served
 - 105 permits were processed or are in progress
 - 12 Certificates of Occupancy were applied for
 - 4 Certificates of Occupancy were issued

Economic Development

- Businesses that Received Certificates of Occupancy
 - Flip Top Beauty & Barber – 5309 Wurzbach Rd Ste 106
 - Omnilife USA Inc- 7044 Bandera Rd
 - Ray Lopez Campaign- 6939 Bandera Rd
 - Fred Rangel Campaign- 6510 Bandera Rd
 - Sign presentation for Office Furniture Liquidations – 6838 Bandera Road
 - Date set for grand opening of Office Furniture Liquidations – Bandera Road
- Business Relations Director and Deputy Fire Marshal met with property owner of 5504 Bandera concerning tenantable space for lease
- Attended and presented the status of the newly formed Business Relations Director position at Town Hall Meeting 01/26/2019
- Attended *On It* Meeting 01/23/2019. BRD is serving as the new Point of Contact
- Teleconference call with Marketing Alliance concerning ED analytic programs for Leon Valley
- Business Relations Director completed Texas Open Meeting Act training and Texas Public Information Act training
- Attended Economic and Community Development Advisory Committee meeting. CM assigned Business Relations Director as Staff Liaison 01/10/2019
- Attended Sign Code Update Advisory Committee meeting 01/14/2019. CM assigned Business Relations Director as Staff Liaison 12/15/2018.
- Code Enforcement training with Heather Rodriguez 1/10/2019
- Sign Enforcement:
 - 6780 Bandera – One Stop Car Wash
 - Temporary sidewalk sign in right-of-way
 - 6632 Bandera – Northside Education Foundation
 - Multiple non-permitted banners
 - 5420 Grossom #215 – Uhaul Storage
 - Non-permitted temporary signage in right-of-way
 - 6126 Wurzbach – Family Dollar
 - Non-permitted banner
 - 5900 Wurzbach – Calypso Apartments
 - Multiple signage violations, including snipe signs, wind-wavers, balloons, and non-permitted temporary signs

- 5959 Wurzbach – Hidden Meadow Apartments
 - Non-permitted banner and multiple snipe signs
- 5415 Bandera #503 – DropBox Mattress
 - Non-permitted banners, on and off-property
- 5630 Northwest Loop 410 #102 – Emmazing Play
 - Non-permitted banner
- 5630 Northwest Loop 410 #102 – Metro Cellular
 - Wind-waver in right-of-way
- 6805 Bandera – Midas
 - Junk vehicle used for signage
- 6780 Bandera – One Stop Car Wash
 - Second notice for non-permitted sidewalk sign
- 5900 Wurzbach – Calypso Apartments
 - 2nd notice for multiple signage violations
- 6553 Bandera – Sign Masters
 - Vehicle used as signage
- 7113 Bandera - Fruiteria Los Trejo #3
 - Window signs
- 6963 Bandera - Payless Shoes
 - Non-permitted banner
- 6802 Bandera - Weikee Chinese
 - Multiple non-permitted banners, including IFC violations to illuminate banners
- 6898 Bandera – TitleMax
 - Multiple non-permitted banners
- 5616 Bandera – Oky Doky
 - Wind wavers and multiple streamers
- 5718-A Wurzbach – Rozy Eyebrow Threading
 - Non-permitted banner
- 5712 Wurzbach – Adiba Grocery
 - Windows covered with signage, non-permitted banners, and blinking LED lights
- Stop Work Orders Issued:
 - 6510 Bandera – Fred Rangel Campaign
 - Operating without a Certificate of Occupancy - **CORRECTED**
 - 6939 Bandera – Ray Lopez Campaign
 - Operating without a Certificate of Occupancy - **CORRECTED**
 - 6501 Bandera – Eva Rose Real Estate Leasing office 1/28/2019
 - Operating without a Certificate of Occupancy
 - 5724-A Wurzbach – Adam Maldonado Agency - **CORRECTED**
 - Operating without a Certificate of Occupancy
 - 6411 Bandera #1 – Finesse Barber Shop – **WORKING TOWARDS COMPLIANCE**
 - Operating without a Certificate of Occupancy. No tax cert
 - 5401 Bandera #2 – A’s Unique Designs - **CORRECTED**
 - Operating without a Certificate of Occupancy. No tax cert
 - 7330 Reindeer Trail – Star Mobility - **CORRECTED**
 - Operating without a Certificate of Occupancy
 - 7071 Bandera – AAAA Insurance
 - Operating without a Certificate of Occupancy. No tax cert. Non-permitted signage
- Zoning & Fire Inspections:
 - 6237 Evers – Kid Care Learning Center
 - 6553 Bandera – Sign Masters
 - 6939 Bandera - Ray Lopez Campaign

- 6529 Bandera - Art Reyna Campaign
- 6510 Bandera – Fred Rangel Campaign
- 7044 Bandera – Omni Life USA
- 5309 Wurzbach #106 – Flip Top Beauty and Barber
- Complaint Investigation/ON IT:
 - 6617 Evers – Paradise Auto Care
 - 2nd letter composed and delivered concerning business operations without appropriate C of O, newly constructed non-permitted building, non-permitted signage, and non-permitted fence construction
 - 7622 Linkside – Center for Health Care Services
 - Incomplete C of O process
 - 7071 Bandera – AAAA Insurance
 - Incomplete C of O process
 - 5504 Bandera #202 – Air Rey Service
 - Incomplete C of O Process
 - Investigated light coming from LV Storage - **RESOLVED**
 - Met with citizen and noted issue - 01/17/2019
 - Met with LV Storage owner. Issue is being mitigated – 01/22/2019
 - 6111 Bandera – Ancira - **RESOLVED**
 - Political sign in right of way
 - 6939 Bandera – Ray Lopez Campaign - **RESOLVED**
 - No Certificate of Occupancy – Business immediately filed application
 - 6799 Bandera – Arby’s - **RESOLVED**
 - Snipe signs – removed
 - 7205 Bandera #203 – Tranquility Home Health
 - Window signage – Multiple visits and phone calls. Letter sent
 - 7213 Bandera – In Focus Eye Care Center – **PERMIT GRANTED**
 - Non-permitted temporary signage and sidewalk sign
 - 6807 Bandera – Donation Bin - **RESOLVED**
 - Donation bin overflowing with mattresses, couches, and other refuse in the surrounding area
- Special Events
 - Special Events Coordinator continues to update and reorganize the City’s website and social media pages, as well as lease and promote the Leon Valley Community and Conference Center
 - Special Events Coordinator attended Chamber Luncheon to support local Economic Development 01/16/2019
 - Ongoing Projects:
 - Coordinating with providers and sponsors for the 4th of July Event
 - Coordinating the IT’S TIME TEXAS Community Challenge Event at Raymond Rimkus Park, 02/12/2019
 - Coordinating with vendors for the next Movies in the Park event for 02/15/2019.
 - Continue to coordinate the next UTSA Breakfast for 02/19/2019
 - Continue to coordinate with John Marshall High School, to host the unveiling of their 18-wheeler in conjunction with Movies in the Park Event, 04/12/2019.
 - Working on a possible CDBG Grant for the Community Center
 - Working on updated brochures for the Leon Valley Community and Conference Centers
 - Worked on a video template provided by TML for the city’s Red Light Camera Program

City Secretary

- Since the last report, the City Secretary’s Office has received 38 open record requests. The requests were for: permit information, Red Light Camera items, planning/platting site plans, Staff emails, staff text messages, staff phone records, body cam videos, police reports and accident reports.

- Prepared, posted and drafted City Council agendas and minutes.
- Prepared and submitted for publication recently qualifying adopted City ordinances.
- Completed the final updates on the Code of Ordinances for staff and City Council members.
- Prepared the May 04, 2019 General Election Candidate Packet and posted them to the City's website and made them available to the public for pick up.
- Worked with Bexar County Elections Department to coordinate both Early Voting and Election Day poll sites here in Leon Valley for the February 12, 2019, Special State Representative, District 125 Election.
- Continued training Community Development on live streaming and agendas and minutes of the Zoning Commission.
- Worked with Mayor Riley to select the date of April 4, 2019 for the 2019 Volunteer Appreciation Dinner. Will begin putting together two menu options and themes for the Mayor to make her selection from in the next couple of weeks.
- Began entering new record boxes into the inventory to go to storage.
- **Building Maintenance:**
 - Scheduled the budgeted power washing of exterior of 6400 El Verde Road for Monday, May 27, 2019 (Memorial Day).
 - Scheduled the budgeted cleaning the interior and exterior windows of 6400 El Verde Road for Monday, May 27, 2019 (Memorial Day).
 - Scheduled the bi-monthly pest control treatment for 6400 El Verde for Thursday, January 31, 2019

Library

- Grants submitted, no city matching required:
 - Larson Mystery Grant \$500 for Collection Development of Large Type Fiction.
 - Tocker Foundation XXXXXXXXX for replacement of two public computers and new public security software and time control software for computers.
 - Texas Book Festival \$2500 for Collection Development of Large Type Fiction.
- Working on the State Report as required by Texas State Library and Archives Commission.
- Attendance at events for the month of January has been extremely high, especially for Sunday events.
- FREE eight-week Introduction to Yoga series has started – every Sunday at 3pm in the library. No yoga March 3.
- February is Love Your Library Month.
- Working on Summer Reading Program for 2019. Theme is A UNIVERSE OF STORIES.
- Children's recording artist Joe McDermott has been booked for a concert Tuesday, June 18 at 10:30am in the Conference Center.

Upcoming Events:

- Special City Council and Zoning Commission Joint Meeting begins at 6:00 p.m. on Monday February 4, 2019 at 6:00 p.m. and Special City Council meeting will immediately follow
- Next Regular Council Meeting begins at 6:00 p.m. on Tuesday, February 5, 2019 at 6:00 p.m.
 - Next Regular City Council Meeting Tuesday, February 19, 2019, at 6:00 p.m.
 - Eight-week Yoga Seva session starting at the Library beginning Sunday, February 3, 2019, at 3:00 p.m.
 - UTSA Economic Development Breakfast, Tuesday, February 19, 2019, from 8:00 a.m. until 10:30 a.m. at the Conference Center.
 - Leon Valley Public Library will be CLOSED Sunday, March 3, 2019 for carpet cleaning purposes. The Library hours will resume as normal on Monday, March 4, 2019.
 - 2019 Volunteer Appreciation Dinner, Thursday, April 4, 2019, at 6:00 p.m. at the Leon Valley Conference Center.
 - May 4, 2019, General Election Filing Period, January 16, 2019, through February 15, 2019.
 - Movies in the Park is scheduled for February 15, 2019 at dusk.

- Committee Meetings:
 - Park Commission meeting will be held on February 14, 2019, 6:30 pm, at the Leon Valley Conference Center, 6421 Evers Road.
 - Library Board of Trustees Meeting will be held on February 14, 2019 at 5:30 p.m. at the Leon Valley Public Library
 - Citizens Police Advisory Committee will hold a meeting on February 20, 2019, at 6:00 p.m. at City Hall.
 - Zoning Commission meeting is scheduled for Tuesday, February 12, 2019, at 6:30 p.m. at City Hall.
 - Earthwise Living Committee will hold a meeting on February 12, 2019, at 5:30 p.m. at Public Works.
 - The Board of Adjustment is tentatively scheduled to meet on Wednesday, February 13, 2019 at 6:30 p.m. at City Hall.